

C O N T E N T S

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CHAPTER I

FUNCTIONS OF TRAFFIC DEPARTMENT

The main functions of the Traffic Department are as under :

- (i) To plan and programme speedy discharge and loading of ships, with an objective of quick turn-round time
- (ii) To allot berths for ships considering the various parameters and type of cargo
- (iii) To make effective use of all the cargo handling equipments and other facilities provided.
- (iv) To be responsible for proper accountal of cargo passing through the port.
- (v) To be the warehouse keeper for all dutiable goods tendered for storage pending clearance.
- (vi) To maintain and provide adequate labour for handling of cargoes at berths & Mooring Dolphins.
- (vii) To provide adequate facilities for embarkation and disembarkation of sea-borne passengers.
- (viii) To provide all facilities for rail-borne movement of cargo from and to the port as an additional facility for the trade.
- (ix) To provide storage facilities, both sheds and open spaces, for cargo imported or exported.
- x) To compile the various statistics on cargo operations under generation of MIS reports besides analyzing the Port efficiency parameters.

CHAPTER II

VITAL PORT INFORMATION

2.1. Total Area :

(a)	Water spread	11250 acres	
(b)	Land area	201.5 acres	

Outer Harbour

(a)	Water spread	65600 acres	
(b)	Land area	331.98 acres	

Total Port Area Including Outer Harbour

(a)	Water spread	76850 acres	
(b)	Land area	533.48 acres	

2. 2. Storage facilities:

2.2.1 Covered Storage :

Transit Shed	Area (in m2)	Capacity (in metric tons)
T1 (T4)	5989	14000
T2 (E1)	5083	8000
T3 (E2)	5083	8000
T4 (D4)	640	1180
V2	1620	3000
V3	1620	3000

2.2.2 Open Area:

Open area available for storage of cargo and containers is about 77651m² behind and adjacent to Berth No. 10 and Berth No. 11 including an exclusive container Yard of 13638 m².

2.3. Gates and Watch Towers:

All Gates and Watch Towers are manned by the Central Industrial Security Force. Certain Gates are nominated as Entry and/or Exit

Gates for the movement of Cargo.

The location of Gates and watch towers are furnished below :-

Gates	Location	Description
1. Gate No. 1	Harbour	All cargo
2. Gate No. 2	Jetty	Non cargo vehicles & persons
3. Gate No. 9	Vasco da Gama	All cargo
Watch Towers	Location	
1. Watch Tower 1	Near Railway panel	
2. Watch Tower 2	Open area adjacent to Br.No.11	
3. Watch Tower 3	Near Jetty Hillock	

2.4. Berths & Cargo Handling Facilities:

There are six alongside berths and five Mooring Dolphins available at Inner Harbour (East of Break water) apart from the Transhippers and Floating Cranes working at Outer Harbour (West of Break water).

The cargo handling capacity is 41.90 Million Metric Tonn (MMT).

The details are given as under :

EXISTING BERTH	LOA	DRAFT	CAPACITY (IN MMT)	TYPE OF CARGO HANDLED
Br.No.1,2 & 3	-	-	-	Ship repair yard
Br.No.4	194	8.0		Proposed for OSV
Br.No. 5	190	13.1		Steel cargo
Br.No. 6	225	14.0	5.00	Coal , Coke
Br. No. 7	Under Construction			
Br.No. 8	215	12.8	1.50	Liquid cargo
Br.No. 9	309	14.0	11.50	Mechanized Iron
Br.No. 10	225	11.5		Ore Berth
Br.No. 11				

	225	12.8	2.40	Multi cargo Berth Multi cargo Berth
MD 1 & 2	225	12.8	10.00	
MD 2 & 3	225	12.8		
MD 3 & 4	225	12.8		
MD 4 & 5	225	12.8		
MD 5 & 6	225	12.8		
TRANSHIPPE RS & FLOATING CRANE	- -	- -	11.50	5 Transhippers 1 Floating crane (For loading Iron Ore)
TOTAL			41.90	

2.5. Storage Facilities for Liquid Cargoes:

Name of Company	No. of Tanks	Capacity (in Kilolitres)	Commodity	Destination
ZIOTL	2	15000	Diesel	Zuarinagar
	3	13000	Petrol	
	1	3000	Kerosene	
	2	25000	Naptha	
TOTAL	8	56000		
ZIL	3	12500	Phosphoric acid	Zuarinagar
	2	17000	Naptha	
	2	10500	Furnace Oil	
	1	3000	Ammonia	
	1	5000	Ammonia	Sada/Jetty

TOTAL	9	48000		
Ganesh Benzoplast	2	15000	Furnace Oil	Sada
	2	11000	Empty	
TOTAL	4	26000		
IMC	3	6500	P.F.A.D	Harbour
	2	9100	Caustic Soda	
	6	7000	Empty	
TOTAL	11	22600		
HPCL	3	18000	Furnace Oil	Vasco
	3	4000	L.D.O.	
	2	11700	Empty	
TOTAL	8	33700		
IOC	1	7700	Petrol	Vasco
	1	6413	S.K.O.	
	2	23200	H.S.D.	
	3	22000	F.O.	
	2	15000	A.T.F	
2	12800	Empty		
TOTAL	11	87113		

CHAPTER III

ADMINISTRATIVE SETUP OF TRAFFIC DEPARTMENT

The Organisation Chart of Traffic Department is given in the appendix at the end of the Chapter.

Traffic Manger (TM) is the Head of the Traffic Department. In the absence of Traffic Manager, Sr. Dy. Traffic Manager looks after the functions of Traffic Manager.

Traffic Department is comprising of 5 divisions as below :

- i. Shipping (Operations & Commercial) Division
- ii. Railway Division
- iii. Cargo handling Labour Division (CHLD)
- iv. Planning and Management Services Division
- v. Traffic Manager's Office/ Establishment Section

3.1. Shipping (Operations & Commercial) Division :

The Shipping (Operations & Commercial) division is under the charge of Dy. Traffic Manager who is assisted by Asst. Traffic Manager (Shipping), Asst. Traffic Manager(Commercial) and Asst. Traffic Manager (Access Control) and Dy. Traffic Manager is directly reporting to Sr. Dy. Traffic Manager.

3.2. Railway Division :

The Railway division is under the charge of Sr. Asst. Traffic Manager (Railway) who looks after Railway operations and commercial under the guidance of Sr. Dy. Traffic Manager.

3.3. Cargo handling Labour Division (CHLD):

Cargo handling labour division is under the charge of Manager who is assisted by Dy. Manager (Operations), Dy. Manager (Administration) and Labour Officer.

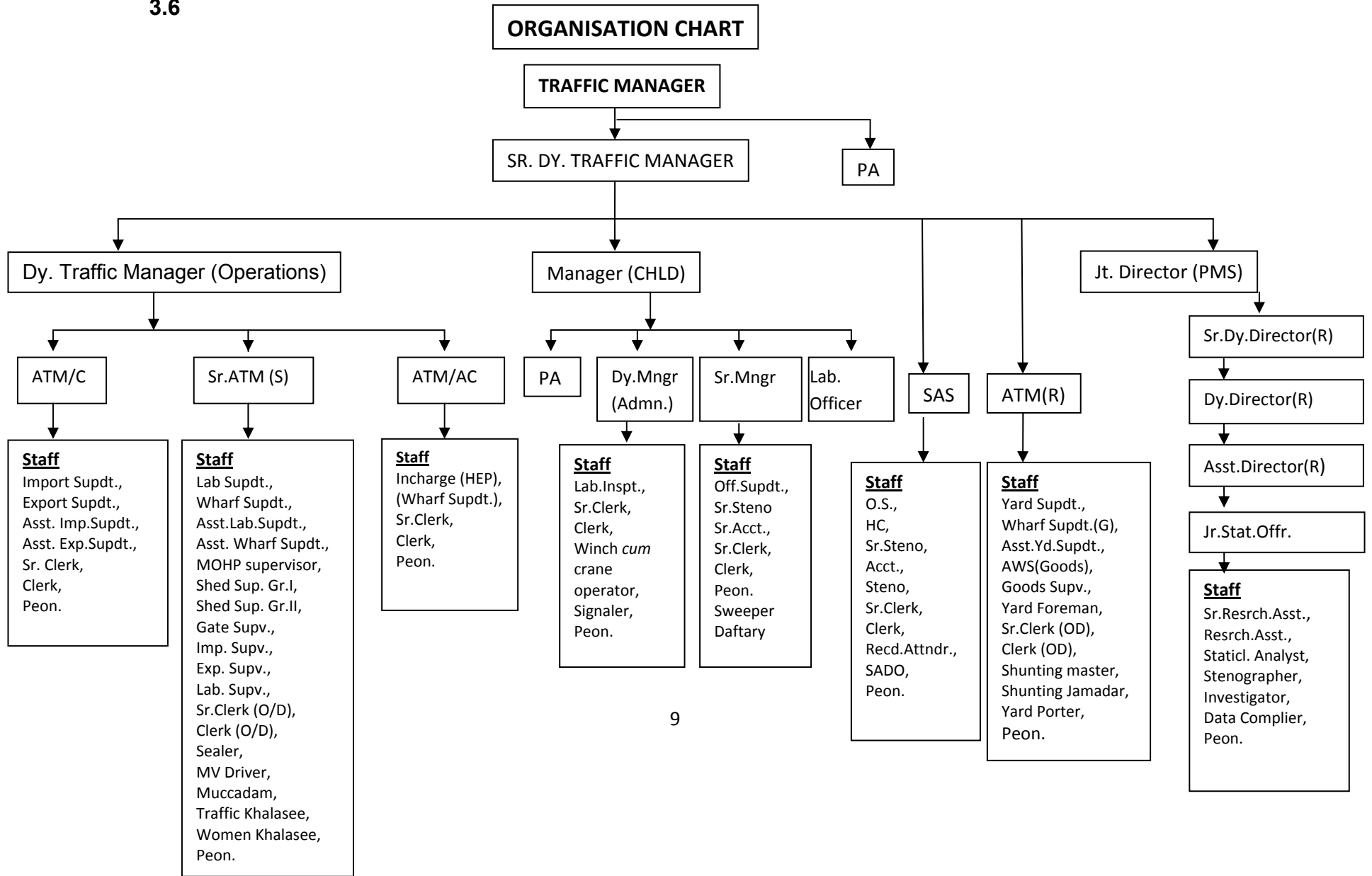
3.4. Planning and Management Services Division:

This Division is under the charge of Joint Director who is assisted by Sr. Dy. Director(Research), Dy. Director(Research) and Asst. Director(Research).

3.5. Traffic Manager's Office/ Establishment Section:

Traffic Manager's Office is headed by Sr. Asst. Secretary who is assisted by Office Supdt. Head Clerk, and other ministerial staff, He is reporting directly to Traffic Manager.

3.6



TRAFFIC DEPARTMENT

3.7 STATEMENT SHOWING SANCTIONED STRENGTH, WORKING STRENGTH AS ON 01.12.11

3.7.1. WHARF, RAILWAY & ESTABLISHMENT SECTION

Sr. No.	Category	Sanctioned strength	working strength	Remarks
1	2	4	5	6
	Class I			
1	Traffic Manager	1	1	
2	Sr.Dy. Traffic Manager	1	1	
3	Dy. Traffic Manager	1	1	
4	Sr. ATM	1	0	
5	A.T.M. Gr. I (S)	1	1	
6	A.T.M.Gr.I (C)	1	1	
7	A.T.M. Gr.I(AC)	1	1	
8	A.T.M. Gr.I(R)	1	1	
9	Sr. Asst.Secretary	0	0	Post of SAS from GAD down graded and operated as Asst. Secretary Gr.II in Traffic Department.
	Total	8	7	
	Class II			
10	P.A. to T.M.	1	1	
	Total	1	1	

	Class III			
11	Office Supdt.	1	1	
12	Export Supdt.	1	1	
13	Import Supdt	2	2	
14	Labour Supdt.	1	1	
15	Yard Supdt.	1	1	
16	Wharf Supdt.(Comm)	1	1	
17	In-charge -Harbour Entry permit	1	1	
18	Wharf Supdt.	6	5	
19	Asst.Exp.Supdt.	1	1	
20	Asst.Imp.Supdt.	1	1	
21	Asst.Labour Supdt.	1	1	
22	Asst.Yard Supdt.	3	2	
23	Asst.Wharf Supdt.(Comm)	1	1	
24	Head Clerk	1	1	
25	Sr.Stenographer	1	1	
26	Shed Supv.Gr.I	5	5	
27	Supervisor(MOHP)	15	11	
28	Shed Supv.Gr.II	12	9	
29	Asst. Wharf Supdt.	12	11	
30	Accountant	1	1	
31	Sel.Gr.Clerk	2	2	
32	Stenographer	2	2	
33	Export Supvr.	4	4	
34	Import Supvr.	4	3	
35	Labour Supvr.	3	3	
36	Goods Supvr.	4	4	
37	Gate Supvr.	4	4	

38	Yard Foreman	8	8	
39	Sr.Clerk(O/D)	30	23	
40	Sr.Clerk(Ministerial)	5	5	
41	Shunting Master	10	10	
42	Clerk(Ministerial)	1	0	
43	Clerk (O/D)	57	40	
44	M.V.Driver	4	2	
45	Shunting Jamadar	10	10	
46	Record Attender	1	1	
47	S.A.D.O.	1	1	
48	Sealer	4	3	
49	Muccadam	4	4	
	Total	226	187	
	Class IV			
50	Attender	1	1	
51	Yard Porter	26	26	
52	Traffic Khalasee	13	9	
53	Woman Khalasee	2	2	
54	Peon	9	2	
	Total	51	40	
	Grand Total	286	235	

3.7.2. CARGO HANDLING LABOUR DIVISION

	Class -I			
1	Manager	1	1	-
2	Sr. Manager	1	1	-
3	Dy. Manager (Accts.)	1	1	Working in Finance Dept.

4	Dy. Manager (Adm.)	1	1	
Total		4	4	
Class -II				
5	Labour Officer	1	1	One post operated in GAD
6	Welfare Officer	2	-	
7	Stores Officer	1	-	
8	Personal Assistant	1	1	
Total		5	2	
Class III				
9	Office/Accts. Supdt.	3	3	One AS working in Finance Dept.
10	Sr.Labour/Sr.Wel.Ins ptr/	5	4	One Sr.Acct. working in Finance Dept.
11	Sr.Accountant /Sr.Stenographer	2	1	
12	Accountant/Labour Inspector/Cashier	12	10	2 Acctts. workg.in Finance Dept 1 Sr. Clerk working in Finance Dept.
13	Sr. Clerk	12	1	
14	Jr. Stenographer	1	-	
15	Clerk	4	2	
16	Attender	2	1	
17	Jamadar Winch/Crane	1	1	
18	Operator	200	199	
Total		242	222	
Class IV				
19	Daftary	3	3	
20	Signaller	166	91	

21	Peon	6	2	
23	Sweeper	2	1	
24	Watchman	1	-	
25	Khalasee	1	1	
	Total	179	98	
	Grand Total	430	326	

3.7.3 - PLANNING AND MANAGEMENT SERVICES DIVISION (As per cadre restructuring orders vide ref.No. GAD/PCA/151/2010/3210 dated 26.11.2010)

	Class-I			
1	Jt. Director	1	0	
2	Sr.Dy. Director	1	0	
3	Dy. Director(Research)	1	1	
4	Asst. Director (Research)	1	1	
5	Sr,Asst.Secretary	1	0	
6	Asst.Exec. Engg.	0	1	
	Total	5	3	
	Class-II			
7	Jr.Statistical Officer	1	1	
8	Asst.Secretary	0	1	
9	Estt. Officer	1	1	
	Total	2	3	
	Class-III			
10	Sr.Research Asst.	2	2	
11	Office Supdt	2	1	
12	Lib-Cum-Inform.Asst	1	1	
13	Research Asst.	2	1	

14	Sr.Stenographer Gr.I	1	1	
15	Head Clerk	1	1	
16	Statistical Analyst	1	1	
17	Investigator	2	2	
18	Sr.Stenographer	1	1	
19	Data Compiler	1	0	
20	Accountant/Sel.Gr.Clerk	2	2	
21	Sr.Clerk	1	1	
22	Clerk	3	2	
23	Record Attender	1	1	
24	S.A.D.O.	1	1	
	Total	22	18	
	Class-IV			
25	Attender	1	1	
26	Peon (Acp-I)	2	2	
27	Peon	4	1	
	Total	7	4	
	Grand Total	36	*28	* One post of Asst. Exe. Engg. From CE's Dept. and one post of Asst. Sect. from GAD are being operated in PMS Division
SUMMARY				
		SANCTIONED STRENGTH	WORKING STRENGTH	
	CLASS I	17	14	
	CLASS II	8	6	
	CLASS III	490	369	
	CLASS IV	237	200	
	Grand Total	752	589	

CHAPTER IV

SHIPPING OPERATIONS

4.1. Nomination of the Vessels:

The vessel which desires to enter the Port, an application shall be made in advance in the form prescribed by the Board to the Traffic Manager and the Deputy Conservator, by the Master, owner or agents furnishing the following particulars (as per Annexure – I) such as:

- i) Name of the vessel and the owners
- ii) Description of cargo
- iii) Gross and Net registered tonnage
- iv) Length over all and maximum draft
- v) Dead weight tonnage and such other information as may be required.

As per the system in vogue, the steamer agents are nominating the vessels through Port Community System(PCS) and upon approval by the Marine Department the Vessels Call Number (VCN) is generated by the system. The port users are referring VCN for future transactions like estimate for Vessel Related Services (VRS) and Cargo Related Services(CRS).

4.2. Allotment of Berths:

The exact date and time are announced by the Agents` representatives, when they attend the daily berthing meeting held by the Traffic Manager. Taking into consideration the nature and quantity of cargo to be landed and or loaded the Shed accommodation, the length and draft of the vessel etc., the Traffic Manager allots berth to each ship.

4.3. Berthing of Vessels:

The actual process of berthing a vessel is in the charge of the Deputy Port Conservator. In the light of the timings of sailings given by the representatives of the Local Agents at the berthing meeting and the allotment of berths made by the Traffic Manager, the Deputy Port Conservator/Harbour Master prepares a programme of the movement of the vessels and informs the agents and the Captain of the Vessels. On arrival of a vessel, when it is ready to be berthed, the pilot goes on board and assumes pilotage and berth the vessel as per the programme. Similar arrangements are made for the sailing of vessels.

It is the duty of the Assistant Wharf Superintendent to be present on the quay when a vessel is being berthed or unberthed. He should give necessary guidance to the pilot to tie the ship in such a way that the ship would be safe during her stay there and the unloading or loading operations could be smoothly performed.

4.4. Order of priority for Berthing:

The following order of priority for berthing of ships at the alongside berths shall normally be followed.

- i) Passenger Vessels & Container Vessels are berthed on ousting priority.
- ii) Priority berthing is also considered for phosphoric acid tankers vide B.R. No.119 dated 21/12/2010. Priority berthing will also be given to the vessels as per the directives of Ministry of Shipping (MOS) issued from time to time.

4.5. Planning:

The ship agents/ stevedores shall submit the discharge/loading plan for the vessels prior to the berthing of the vessel including the vessel details with the hatchwise cargo distribution, number of hooks planned per shift and expected time of completion etc. The proforma of discharge/loaded plan of the vessel is given as (Annexure – II).

They are also required to submit the discharge plan for the tankers programmed at Liquid Cargo Berth No. 8 including the testing, pigging time etc.,

4.6. Deployment of manpower:

Cargo Handling Labour Department (CHLD)workers viz. one winch cum crane operator and one signaller are posted as a set for the operations of ship gears and whereas on board and on shore operations are permitted to carry out by workers engaged by stevedores/ port users besides for receipt/delivery of cargo from the shed and other miscellaneous works.

The Stevedores are supplied with the required number of sets based on the requisition placed in the booking section of the CHLD.

The Port Users are also allowed to engage private workers for the operations of vessels at west of breakwater.

4.7. Handling Cargo :

The stevedores shall commence the discharge/loading of cargo after custom clearance and with the coordination of Master of the vessel. They shall arrange adequate number of equipments for the shore clearance

while discharging dry bulk cargo like coal, coke and fertilizer etc. Discharged cargo is stacked in the area allotted by Asst. Traffic Manager(Shipping) with the concurrence of Traffic Manager.

4.8.Tally of Cargo :

Tally sheet is the document used for tallying of import / export cargo in the form prescribed under section 42(2) of the Major Port Trust Act 1963 (as per Annexure – III).The import side tally of cargo is taken at the hook point when the sling is unhooked and packages are removed. The Trust is not liable for any package broken or otherwise damaged before landing. It is therefore vital to note down the actual condition of the package at the time of landing. The tally clerk engaged by the Agents shall note the marks and number on packages and the actual condition of the packages in the prescribed abbreviation such as Broken-B, Repaired-R, Leaky-L, Empty-E, Band Cut-Bc, Stained-St, Torn=Tn, Wet-W. Tally is not taken by the Port for all type of cargo viz break bulk, dry bulk and containers.

However the respective stevedores are maintaining the tally of cargo/container which will be referred for all purposes.

4.9. Shipping Control :

The shipping control is functioning round the clock and is manned by Wharf Superintendent(WS) in each shift. It also serves as a centralised source of information on shipping operations for the traffic officials and the users of the Port. It is provided with adequate clerical assistance. The working of the ships at various berths and their movement pertaining

to arrival and departure, shifting etc. is monitored by the shipping control.

- i) The shipping control shall coordinate with Marine Dept. regarding the berthing/ unberthing and shifting of vessels.
- ii) The shipping control shall coordinate with Chief Mechanical Engineer (CME) Department for supply of equipment, breakdown of equipment and power failure, etc.
- iii) The control shall coordinate with Central Industrial Security Force for positioning of Security for theft prone cargo if required.
- iv) In case of occurrence of accident, fire, stoppage of work by labour, etc. WS control shall contact the concerned officers and Liaisoning with various departments / agencies concerned.
- v) The shipping control collects all the information regarding traffic operations and passes them to the Shipping Section of Traffic Manager's Office for the preparation of the Daily Reports and Berthing Sheet.
- vi) Shipping control shall issue the clearance for the sailing of iron ore vessels on verification of No Objection Certificate (payment of royalty) issued by Mines and Minerals Dept. of Govt. Of Goa. It shall also issue loading clearance to Central Control Panel(CCP)/ Berth no. 9 after verification of the customs clearance on the shipping bill i.e. allowed for shipment endorsement. The berthing programme of oil/chemical tankers is confirmed by Shipping Control and intimate the signal station after verification of the bill of entry.

vii) Shipping control shall redress the other operational issues arising after office hours and to facilitate the trade by contacting the concerned traffic officials depending on the requirement of the trade.

4.10. Procedure for Supply of Equipments:

No equipments shall be supplied unless the prescribed rate as per Scale of Rates (SOR) are paid in advance .

The Port Users are placing the demand for equipments in prescribed format (as per Annexure – IV) with Wharf Superintendent (WS) (Shipping Control) who scrutinizes the demand and payment and forwards to Executive Engineer/ CME. The equipment shall be supplied by CME Department on the specified date and shift. In case of non-availability, such endorsements are made on the requisition by CME Department upon which private equipments are allowed by Traffic Department.

4.11. Damage to Trust Property:

The employees posted in various operational area shall report to Wharf Superintendent (WS) (Shipping Control) if they notice any damage to the Trust's property and also it shall be brought to the notice of the party concerned and his acceptance of liability for the damage and meet the cost of the repairs shall be obtained. If the party refuses to accept liability for the damage, the matter shall be referred to ATM(S) and Dy. TM for further course of action. In case of damage caused by the Lorries they shall be detained until the matter is settled. ATM(S) shall intimate to concerned department to assess the damage and to convey the charges to be recovered from the party concerned.

4.12. Preparation of ship card:

The senior clerks posted in Import section/export section shall prepare shipcard by referring the log books maintained by Asst. Wharf superintendent posted at wharves . The ship card is the record by capturing all details pertaining to vessel operations right from the berthing of vessel till unberthing. The

performance parameters for each vessel is compiled such as pre- berthing detention , shipday output , turnaround time and hook output . Also it gives the details of productive and unproductive hours. Asst. Traffic Manager (Shipping) shall analyze the performance parameters and, in particular, the avoidable delays and unavoidable delays and suitable action to be taken in consultation with Dy. Traffic Manager to eliminate avoidable delays.

4.13. Safety:

4.13.1. Smoking:

Smoking is prohibited anywhere inside the harbour premises. Any person smoking in contravention is liable for action under the Regulations. The Supervisory staff shall see that smoking is not allowed in any prohibited area.

4.13.2. Fire Extinguisher:

Wharf Superintendent and the Asst. Wharf Superintendent/Outdoor staff shall acquaint themselves with the location of fire extinguishers within their area of supervision and the mode of operation thereon so as to enable them to make the best use of such extinguishers in the event of fire.

Any loss or damage to any fire extinguisher shall immediately be reported to the Fire Officer in addition to any other action that may be warranted for recoument or rectification as the case may be.

4.13.3. Handling of Hazardous Containers:

The following procedure is to be adopted while handling hazardous containers.

- i) The individual container lines are submitting the relevant details of the hazardous containers alongwith Material Safety Data Sheet (MSDS) and obtaining the permission for landing/loading of hazardous containers in advance.
- ii) The feeder vessel's Agents are submitting the list of import/export hazardous containers in advance by furnishing Container No.. Commodity, IMDG Class, Importer Name, weight of the container etc. The container liner are required to submit MSDS to the private contractor who is responsible for container yard management.
- iii) The tank containers are not allowed to stack inside the Port area and such containers are allowed direct delivery/shipment from the hook point.
- iv) As an interim arrangement, hazardous tank containers are handled only during day light hours till the M.P.T.(handling of freight containers containing dangerous/hazardous cargo) Regulations, 1988 are amended.
- v) Hazardous containers are stacked in the separate earmarked area near Berth No.11 (Open area north of T3 (E2) shed).

4.13.4. Accident to Personnel while on duty:

Whenever an employee of the Port or other employee meets with a major/fatal accident while performing the duty, a telephonic message should be given to (1) Inspector Dock Safety(2) Safety Officer (3) Inspector, Harbour Police Station (4) Sr. Dy.Traffic Manager/Dy. Traffic Manager, who in turn will inform to Chairman and Dy. Chairman. The injured to be immediately rendered First Aid and sent to MPT Hospital. In case of minor accidents it should be informed to Traffic Manager, Sr. Dy. Traffic Manager and Dy. Traffic Manager over telephone followed by a report in writing. However, all accidents to be reported by the Sectional Heads viz. ATM(S), ATM(R) and ATM(C) to Inspector/Dock Safety, Safety Officer and Traffic Manager's Office in prescribed form (Form XII as per Annexure V) as under Regulation 91 of Dock Workers (Safety, Health & Welfare) Regulation 1990, within 48 hours from the time of occurrence of the accident.

Safety Officer will analyse the causes for the accident based on the report and investigation, the recommendations will be prepared for its compliance to avoid such recurrence in future.

In case of fatal and serious accidents which do not concern the Trust directly and in respect of which an enquiry has to be conducted, under the statutory provisions, by the Inspector /Dock Safety.

4.14. MOHP/ Berth no. 9:

The Mechanical Ore Handling plant at B.no.9 (MOHP) was installed in the year October 1979. The Plot has a capacity of one million tons of Iron Ore. The Plots are allotted to different exporters as per the procedure

detailed in MPT (shipment of Ore and Pellets from Mechanical Ore Handling Plant at berth No. 9 and related matters) Regulations, 1979.

The Board shall publish in the leading local Newspapers notice calling for applications from interested parties for allotment of storage Plots for the next operations year (i.e. from October to May). The Board may stipulate the minimum turnover times of Plot, to qualify for retaining the plot on pro-rata basis . Application for allotment of Plots shall be made within the date prescribed in the notice. Every such application shall be required to state the type of Ore/Pellets for which the Plot is desired and to certify the quantity of Ore/Pallets exported by the applicant through the Port during last 12 months and the quantity of Ore/Pellets for which export contracts are held by him. The performance during the year and the contract for export for subsequent year/years supported by documents shall be the basis for determining the export potential for the applicant.

As the stockpile capacity / area available with the port is limited to one million tonnes, it is not possible for the Port to allocate the stock area as requested by the exporters. The performance during the year and the contract for export for the subsequent year(s) shall be the basis for determining the export potential for the applicant. However, as per past experience, the export potential really is not workable criteria as in none of cases the actual quantity exported by any exporter touches the export potential shown by them. So basically plot allotment is done based on preceding year's performance. Further, to accommodate new additional exporters and also for the exporters who by virtue of their poor performance in preceding year do not become entitled for plot, port maintains a common plot for allotment to such exporters. The Plot holders have to enter into an agreement.

The important clauses are as below:

- i) The plot holder shall achieve a minimum plot turnover times prescribed by Board from time to time during the operational year. They shall achieve a minimum tonnage worked out by the fixed turnover times of plot capacity
- ii) In the event of the plot holder failing to achieve the minimum prescribed tonnage by the end of operational year, they shall be liable to pay cargo handling charges for the shortfall cargo and also they shall not be entitled to get plot allotted for subsequent year.
- iii) Plot turn over shall be reviewed one month prior to the expiry of the Agreement period and in the event of number of turnover times achieved, is found less than the prescribed turnover times, the plot holder shall furnish the Bank Guarantee for the amount equal to the shortfall quantity X cargo handling charges per ton. Shortfall quantity will be calculated based on the nominal capacity of allotted plot multiplied by shortfall in number of turnovers (i.e. minimum prescribed turn over times minus achieved no of turnover times.)

4.15. Barge Unloading :

Barge unloading Slots are allotted to all the Plot holders for 241 days i.e. from October to May. 70 % of the quantity to be unloaded during this period is allotted to the exporters by allotting 4 slots of 7000 tons each day. i.e.28,000 tons. The balance quantity to be unloaded is decided at the barge unloading meeting based on the arrival of the vessels. The slots are allotted as per proportionate last year's performance of each exporter. All the Exporters allotted storage Plots in the MOHP area shall have the right to receive services of the barge unloaders reasonably proportionate to the

respective export potential through the Plant for unloading Ore carried in barges. The Traffic Manager holds bi-weekly meeting at a specified time to decide on the programme for collection of cargo and allocation of the barge unloading timings for the following days in consultation with the representative of Chief Mechanical Engineer and the plot holder. The tonnage to be unloaded and the slot time allocation to each exporter will be decided by the Traffic Manager and accordingly a lineup of vessels to be berthed at Berth No. 9 will be drawn mainly on first come first serve basis and cargo readiness.

4.16. Transhipper/Floating Crane Operations:

Considering the restrictions of berthing length and deep draft facility alongside the Berth No.9/Mechanical Ore Handling Plant(MOHP) for handling cape size vessels of parcel size above 1,50,000, the transhipper/floating crane loading operation is permitted at mid stream (West of Breakwater). A few major iron ore exporters operating at Mormugao Port Trust have obtained the permission from the Ministry of Commerce and Ministry of Shipping for the operations of transhippers with the concurrence of the Board. There are four such transhippers viz. M.V. Orissa, M.V. Swati Rani, M.V. Maratha Deep & M.V. Priyamvada operated by M/s. Sesa Goa Ltd., M/s. V.M. Salgaocar & Bro. Pvt. Ltd., M/s. Chowgule & Co. Pvt. Ltd. and M/s Sesa Resources Ltd. respectively, since early 1980s. As International market of iron ore has witnessed strong growth from early 2000 onwards it necessitated to deploy additional transhipper and floating cranes for primary and up-topping operations. Presently there are three floating cranes and one transhipper viz. Floating Crane M.V. Dona Paula, M.V. Maria Laura & M.V. Mira Mar operated by M/s. Marine Infrastructure(Goa) Pvt. Ltd. and Transhipper M.V. Bulk Prosperity operated by M/s. CGU Logistics Ltd. from 2008 onwards.

CHAPTER V

SHIPPING COMMERCIAL

5.1. Import General Manifest (IGM):

This is a complete list and description of goods that are loaded into a ship and are on board for landing at this Port. Included are the marks and numbers of the packages, description of the goods, the Bill of lading number, consignee's name and address etc. Manifest is submitted in duplicate by the Steamer Agents to the Custom House. The duplicate copy is received by the Wharf Superintendent (Shipping Control) from the Custom House before the arrival of the Vessel.

5.2. Import Application (IA).

The Import Application is the document (Refer Annexure VI) on which all transaction relating to the importation and delivery thereof are recorded. It witnesses the production of proof of ownership, the payment of wharfage and other charges, clearance of goods from Customs i.e. out of charge and delivery of goods to the Importer or his Agents.

The application may be filed by the Importer himself or by his Agents on behalf of the Importer. With the Application must be produced proof of ownership of the goods in the form of Bill of Lading duly endorsed by the Steamer Agent or Delivery Order issued by the Steamer Agent. In accepting the Bill of Lading(B.L)./Delivery Order(DO) the following points shall be observed:

- i) B.L./D.O. shall bear the endorsement of the Steamer Agent.

- ii) When the consignee and the Steamer Agent are one and the same firm, the B.L./D.O. shall be expressly endorsed by the firm as Steamer Agent.
- iii) When the cargo is brought by a Vessel other than the one by which it was originally consigned, the B.L./D.O. if issued by the Steamer Agent of the original Vessel, shall not be accepted. Only a D.O. from the Steamer Agent of the vessel which actually brought the cargo into the Port shall be accepted. In short, the Import Superintendent must satisfy himself that the Trust in delivering the goods takes its instructions from the proper Steamer Agent and from no one else.
- iv) He shall then check that the description and marks and numbers of the goods covered by the B.L./D.O. tally with those in the Import Application, that the weight and measurement particulars that have been furnished are supported with documents (usually Invoice), if any, and the rates quoted and dues worked out.
- v) Next, he shall see that the goods covered by the Application and D.O. have been manifested. In case of any discrepancy between the D.O. and the Manifest, an amendment to the Manifest or a correct D.O. depending upon whether the error was in the Manifest or D.O. shall be obtained from the Steamer Agent.

5.3. Notice of lien for Freight:

No application shall be passed for goods in respect of which the Master or Owner or Agent of the vessel has a lien for freight of which notice has been given to the Trust in accordance with Section 60 of the Major Port Trusts Act 1963, which reads as follows:

If the Master or Owner of any Vessel or his Agent, at or before the time of landing from such vessel or his Agent, at or before the time of landing from such vessel any goods at any dock, wharf, quay, stage, jetty or pier in the occupation of the Board, gives to the Board notice in writing that such goods are to remain subject to a lien for freight or other charges including landing charges payable to the ship owner to an amount to be mentioned in such notice, such goods shall continue liable to such lien to such amount.

The following points may be noted in this subject:

- i) A notice of lien for freight and other charges payable to the ship must be submitted in writing by the Master or Owner of the vessel or his agent, at or before the time of landing. The amount for which a lien is claimed and the full description of the goods to enable identification must be mentioned in such notice.
- ii) The only lien which the Trust recognizes in the ship owner's lien for freight landing charges and other charges payable to the ship's owner or his agent. The Act provides only for the retention of the goods (under lien) in the custody of the Trust. Notice from other Agencies purporting to be having any lien on the Cargo, though to be rejected, should always be referred to the Traffic Manager.
- iii) If the notice is received in accordance with the Provision of the Act, the lien will be preserved until such time as Section 60(3) of the Act is complied with. The Master or his agent should arrange to hand over the cargo into the custody of the Trust by special arrangement with the Section Superintendent for safe keeping.

- iv) When any notice of lien is received with regard to a particular Steamer`s cargo or consignment or part thereof as the case may be, such notice should be put up to the Asst. Traffic Manager(Commercial) without delay. If the lien is admissible, he will arrange to circulate the notice to all the Sections concerned and also to make a note in the Manifest against the respective items.
- v) The Wharf Superintendent and Import Superintendent and the Shed Supervisor will be held responsible to see that packages covered by such notice are not delivered until the lien has been raised even if the application is passed for such goods.
- vi) If any packages are detained by Customs, the details of such detention shall be noted specifically on the I.A. If the 'Pass Order' is produced subsequently for such detained packages, then the B.E. should be compared once again and 'Pass Order' endorsed on the I.A.
- vii) No application shall be compared unless all Port charges have been recovered till date..

5.4. Delivery of Cargo:

Delivery of Cargo is the last stage in the discharge of the Trust`s liability and has to be done carefully. Deliveries on I.A.s must take place from the Transit Sheds and open area. Three important things to be noted in the process of delivery are:

- i) That the goods are delivered to the rightful owner.
- ii) That the Customs dues have been paid and Pass Order obtained.
- iii) That all Trust`s charges have been recovered.

The Shed Supervisor/Gate Supervisor shall allow delivery of only the packages which marks and numbers as per the I.A. When there is any discrepancy, he must insist on the Agent's Amended Delivery order permitting the delivery of such packages in lieu of the packages specified on the original delivery orders and manifest and hence on the I.A.

5.5. Material Gate Pass:

The Shed Supervisor/Gate Supervisor shall issue the Material Gate Pass (MGP) which is the authority for passing the goods out of harbour premises by road or rail. The MGP shall bear the marks and numbers of the packages loaded into the vehicle, the harbour application to which it relates, the B.E. number and the particulars of the vehicle viz. registration number of vehicles under the full and legible signature Shed Supervisor/Gate Supervisor. The MGP is made out in duplicate, the original is handed over to the CISF at exit and duplicate is retained in the book.

5.6. Exports-General:

The Trust affords facilities for export of all cargo. In case of several cargo, the Trust takes over export cargo at the stack. i.e. after it has been admitted and stacked properly at the space allotted to them and ordinarily handles the cargo from the stack, up to the point of slinging, for putting on board the ship alongside or into barges working for the ship. The Port Trust accepts no responsibility for goods not so taken charge of and receipted for.

The responsibility of the Trust with regard to goods taken charge by it, is that of a bailee under Sections 151, 142 and 161 of the Indian Contract Act.

Gates may be opened for Export Cargo, as permitted by the Traffic Manager sufficiently in advance taking into consideration the nature and quantity.

5.7. Admission of Export Cargo without nomination of the vessel by which the Cargo is exported.:

In so far as the cargoes for which nomination of Ships is known and the Berth has been indicated, there should be no difficulty in admitting the Cargo to that berth for shipment by that vessel. However, in respect of Cargoes that are brought in for shipment without nomination of Ships may be aggregated at suitable plots where ultimately the ships can be berthed to lift them.

5.8. Examination by Customs:

It shall be the responsibility of the Shipper to arrange to produce the packages/cargo for examination by the Customs. When any package/cargo is required to be produced for Custom's examination, the Shipper shall make a requisition in writing to the Export Superintendent, who after verifying the bonafides, shall allow.

5.9. Shipment:

Port Regulations govern all shipment of goods. No goods shall be loaded into any vessel until the Customs Export Shipping Bill or Transshipment permit is produced and all port charges are paid.

After completion of all Custom formalities and obtaining Let Ship' or 'Let Export' Order and also the Section Preventive Officer's endorsement allowing shipment on the Shipping Bill, the Shipper shall surrender the same to the Wharf Superintendent(Shipping Control). The WS (Shipping Control) shall check that the Shipping Bill is in order and duly passed by Customs and verify the payment of Port charges. After due scrutiny, if in order, he may allow shipment through Asst. Wharf Superintendent.

5.10. Shut Out Cargo:

The procedure for delivery of shut out goods shall be as follows :

If the Exporter desires to remove the goods outside the Transit area, he shall make a request to that effect in writing enclosing necessary Customs permission. Details of this permission is scrutinized by Export Superintendent and delivery is permitted through Shed Supervisor/Gate Supervisor. Care should be taken to ensure that all Trust charges are recovered prior to delivery.

5.11 Cargo Awaiting Transshipment:

Goods originally manifested for transshipment will be allowed to load on production of Transshipment Permit issued by Customs and payment of Port charges

5.12. OTHER COMMERCIAL PROCEDURES.

5.12.1.Accounting of Cargo:

Port is liable to account the cargo which it has taken charge by way of issuing the receipt in the form of Tally Sheet as prescribed under the Major Port Trust Act 1963.

In case of general cargo and containers, the delivery particulars to be posted in the IGM against each line No. The list of uncleared cargo/containers details to be prepared after 30th day of sailing of the vessels and be forwarded to Customs..

5.12.2. Posting of Import General Manifest:

A copy of General Manifest (for General Cargo & Container) for each vessel received from the concerned Steamer Agents is forwarded by the Customs. This is received by the Wharf Superintendent (Shipping Control) and forwarded to Import Section.

After complete delivery, the delivery particulars are posted in the manifest like details of the Bill of Entry Number and date of delivery against each line number of IGM

5.12.3. Over carried Cargo:

Whenever cargo is shown as short landed and found to be over carried, suitable remarks shall be made in the manifest of the vessel in which it is returned as well as the vessel in which it was originally manifested and over carried.

5.12.4.Excess-landed Cargo:

Packages landed in excess to the manifest quantity under specific marks and packages under marks not entered in the manifest are termed excess landed goods.

Enquiries are instituted at other Ports by the Steamer Agents and after they are complied, the manifest is amended and the cargo is transhipped as transshipment cargo after paying all Port charges.

Where the excess landing is due to an error in marking at the Port of Origin, packages are examined by the Steamer Agents in the presence of the Customs and the Consignee as to their contents and adjusted against shortage under manifested marks on amended delivery orders.

5.12.5. Excess landed Cargo left uncleared in the Trust's Premises:

Such goods are permitted to be cleared by Steamer Agents/Consignees on their presenting a Deliver Order in their favour and fulfilling Port & Customs formalities. If the goods remain unclaimed in the harbour premises at the expiry of two months after the last free day, the goods may be sold in auction under the provisions of the Major Port Trust's Act.

5.12.6 Confiscation:

Section 111 of the Customs Act, 1962 enumerates the categories of cargo liable for confiscation on account of improper importation. Section 125 of the Act also gives an option to the owner in certain cases, on payment of fine in lieu of confiscation and clear the cargo for home consumption. After confiscation, the Customs send a copy of the order to the Port Trust to secure the cargos till cleared by the Customs or the

consignee. The storage charges are exempted during the confiscation period as the confiscated cargoes are in the custody of Customs.

5.12.7 Disposal of unclaimed/uncleared Cargo:

Port can dispose of cargoes which are not removed from the premises of the Port and lying as unclaimed/uncleared after the expiry of two months from the time when cargo has passed into its custody under Section 61& 62 of Major Port Trust Act 1963. Port shall give notice to the owner of the cargo (Refer Annexure VII) as stated in the manifest or in any other documents used for Port transactions. Such notice may also be served on the Agents of the vessel by which such cargo was landed (Refer Annexure VIII).

The procedure of sale shall be followed.

Unclaimed/uncleared cargo can be disposed of by following the procedure laid down as per Customs circular no. 50/2005-Cus dated 01/12/2005 and No.52/2005 dated 9/12/2005.

In other words Port as a custodian of the cargo shall fix a price arrived at by a panel of government approved valuers appointed by the custodian of the cargo. Disposal of the cargo shall be made by public auction/E-auction/tender. The date of public auction/E-auction/tender should be adequately published in advance in the leading news papers both in English and Hindi and through departmental web site. Maximum number of auction /tender to which a lot is subjected should be four, with the cargo to be necessarily sold for the highest bid in the last auction/tender regardless of the reserve price fixed. Reserve price fixed would not be applicable in case of fourth auction/tender. In the event

of the cargo not being disposed of in the first auction, subsequent auctions/tender should be conducted in time bound manner.

The bidding shall be on cum-duty price and duty shall be back-calculated from the sale price (Local taxes like Sales Tax etc. will however have to be charged/recovered extra from the buyer).

The custodian should fix a date for holding the auction/tender and communicate such date to the officer in charge of the customs station and the concerned Assistant Commissioner/Deputy Commissioner. The Assistant Commissioner/Deputy Commissioner would nominate, if necessary, an officer not below the rank of Superintendent/Appraiser to witness the auction/tender. Customs shall not withdraw any consignments at the last moment from the auction/tender except with the written approval of the Commissioner of Customs.

For each consignment which is sold, the custodian will file a consolidated Bill of Entry, buyer-wise, for assessment of the effective rate of duty by the Customs. Auctioned cargo will be allowed out of charge only after the duty assessed is paid by the custodian {Refer Unclaimed Cargo (Bill of Entry) Regulations, 1972.}

The sale proceeds shall be shared as per the provisions of section 63 of Major Port Trust Act 1963 and Section 150 of the Customs Act, 1962.

Cargo advertised for sale will not be withdrawn by the Trust, except on payment of sufficient deposit to cover the Harbour dues, demurrage charges and other charges due thereon.

The goods sold in auction will not be delivered to the purchaser/his authorized Agent unless the purchaser produces delivery order from the auctioneers for having paid the amount in full.

Cargo sold in auction shall be allowed three free days excluding Sundays and Board's holidays from the date of confirmation of sale.

The lots sold will be lying at the risk of the purchaser and must be removed within the free period of three working days from the date of confirmation of sale at the purchaser's expense.

The purchasers are distinctly warned that if the cargo is not cleared within eight days from the date of expiry of this period, they have no claim whatsoever over the material and the same will be sold either privately or by public auction, the first purchaser to be held liable for any loss arising from such resale and so forfeit any advances together with the auctioneer's commissions.

The Trust shall reserve the right to withdraw any of the items notified for sale without assigning any reason for such withdrawals.

After allocating all the priorities, the account of the lot results in a surplus, the same may be paid to the owner of the cargo or his Agent on an application made by him within 6 months from the date of sale. If there is no such application, the surplus shall vest with the Trust. If the Auction results in deficiency to meet the

Trust's Dues, legal proceedings shall be resorted to under Section 131 of the Act. It shall be ensured that suits are filed within the limitation period.

5.13 THE FOLLOWING PROCEDURE IS FOLLOWED FOR LANDING AND DELIVERY OF DRY BULK, LIQUID BULK, BREAK BULK AND CONTAINERS.

5.13.1. Procedure for landing dry bulk cargo

- a) After due approval of the nomination of vessel submitted by the vessel agent the vessel will berth at allotted berth.
- b) Asst. Wharf Superintendent posted at wharf shall be responsible to guide the pilot while berthing of vessel to avoid damages to the berth. He shall also be responsible for recording commencement of work, nature of delays with timings, etc.
- c) Steamer Agent shall submit Import General Manifest prior to berthing of Vessel.
- d) Respective stevedores shall submit the discharge plan which contains the hatchwise cargo distribution, No of cranes and grabs with capacity, No of sets, expected shipday output and expected time of completion etc.
- e) Stevedores shall commence cargo operations after Customs Clearance in coordination with master of the vessel.
- f.) Discharged cargo shall be stacked in the allotted plot.

5.13.2. Procedure for Delivery of Dry Bulk:

- a) Importer or his Agents are submitting Delivery Order(DO) issued by steamer agent, Bill of Entry and payment receipt for wharfage and storage to the Import Superintendent at Import Section.
- b) On receipt of the above documents the Import Superintendent shall verify the following:
 - i) The cargo is delivered to rightful owner by checking DO.

- ii). All Cargo Related Charges like wharfage, storage demurrage is paid till date.
- iii) Checking Customs Clearance on Bill of Entry in particular Customs Out of Charge (COC)
- c) After due verification he shall issue clearance to Shed Supervisor to effect delivery.
- d) Agent shall submit all the documents such as Statement of Facts, Draft Survey Report, etc. to the Wharf Superintendent (Shipping control)within 24 hrs. of completion of shipment.
- e) Import Superintendent on receiving above documents shall prepare Debit memo request towards wharfage and storage of the cargo.

5.13.3 . Procedure for Landing of Liquid Bulk:

- i) After due approval of the nomination of vessel submitted by the vessel agent the vessel will berth at allotted berth.
- ii) Steamer agent shall submit acknowledgement obtained from Wharf Superintendent (Shipping Control) on production of Bill of Entry, Delivery Order and wharfage payment receipt to the shipping section at Traffic Manager's Office during office hours prior/ at the time of allocation of berths.
- iii) On receipt of the above documents the Wharf Superintendent. shall verify the following:
 - a. The cargo is delivered to rightful owner by checking DO.
 - b. All Cargo Related Charges like wharfage, etc. is paid till date.
 - c. Checking Customs Clearance on Bill of Entry in particular Customs Out of Charge Remark(OOC).

- iv) Steamer agent shall submit discharge plan which contains the total quantity of products brought by the vessel, total no. of hours required for discharging, pigging, rate of discharge per hour etc.
- v) Steamer agent shall commence cargo operation after Customs Clearance in coordination with master of the vessel.
- vi) Steamer agent shall submit all the documents such as Statement of Facts, Ullage report, etc. to the Wharf Superintendent (Shipping Control) within 24 hrs. of completion of discharge.
- vii) Import Superintendent on receiving above documents shall prepare Debit memo request towards wharfage of the cargo.

5.13.4 Procedure for Landing of Break Bulk/ Container:

- i) After due approval of the nomination of vessel by the vessel agent the vessel will berth at allotted berth.
- ii) Asst. Wharf Supdt. posted at wharf shall be responsible to guide the pilot while berthing of vessel to avoid damages to the berth. He shall also be responsible for recording commencement of work, nature of delays with timings, etc.
- iii) Steamer Agent shall submit Import General Manifest and list of import containers prior to berthing of Vessel.
- iv) Respective stevedores shall submit the discharge plan which contains the hatchwise cargo distribution, no. of cranes, no. of sets. expected shipday output and expected time of completion etc.
- v) Stevedores shall commence cargo operations after Customs Clearance in coordination with master of the vessel.
- vi) Trust will not be liable for any package broken or otherwise damaged before landing. Agent's Tally clerk shall note the mark and number on the

packages/container no. and actual condition of the package in the prescribed abbreviation. However, stevedore shall maintain the tally of the cargo which will be referred for all purposes.

vii) Discharged cargo shall be stacked in the plot / container yard allotted by the Asst. Traffic Manager(Shipping).

5.13.5 Procedure for Delivery of Break Bulk /Container:

- i) Importer or his Agents are submitting delivery order issued by steamer agent, Bill of Entry and payment receipt for wharfage and storage to the Import Superintendent at Import Section.
- ii) On receipt of the above documents the Import Superintendent shall verify the following:
 - a. The cargo / container is delivered to rightful owner by checking DO.
 - b. All Cargo / container Related Charges like wharfage, storage demurrage is paid till date.
 - c. Checking Customs Clearance on Bill of Entry in particular Customs Out of Charge (OOC).
 - d. Detention of packages /container by Customs, if any, mentioned on Bill of Entry.
- iii) After due verification he shall issue clearance to Shed Supervisor/ gate Supervisor who shall effect physical delivery of cargo/container by issuing Material Gate Pass.
- iv) Import Supdt. on receiving Import General Manifest (IGM) shall prepare Debit memo request towards wharfage and storage of the cargo / container.

5.13.6. Procedure for Shipment of Dry Bulk Cargo:

- i) Agents shall give requisition for gate opening i.e request for plot / shed for aggregation of cargo.
- ii) Asst. Traffic Manager (shipping) shall allot suitable plot / shed with the approval of Traffic Manager.
- iii) Gate Clerk shall record shiftwise cargo received in the shed / plot and forward to Export Section.
- iv) After due approval of the nomination of the vessel by the vessel agent the vessel will berth at allotted berth.
- v) The Shipper or his Agent shall submit Shipping Bill passed by Customs to Wharf Superintendent (Shipping Control) who verifies and gives clearance for loading through Asst. Wharf Superintendent .
- vi) Stevedores shall commence cargo operation after Customs Clearance in coordination with master of the vessel.
- vii) Asst. Wharf Supdt. posted at wharf shall be responsible to guide the pilot while berthing of vessel to avoid damages to the berth. He shall also be responsible for recording commencement of work, nature of delays with timings, etc.
- viii) Stevedore shall submit all the documents such as Statement of Facts, Draft Survey Report, etc. to the WS control within 24 hrs. of completion of shipment.
- ix) Export Supdt. on receiving above documents shall prepare Debit memo request towards wharfage and storage of the cargo.

5.13.6 Procedure for Shipment of Break Bulk Cargo/ Container:

- i) Agents shall give requisition for gate opening and request for plot / shed for aggregation of cargo / container.
- ii) Asst. Traffic Manager (Shipping) shall allot suitable plot / shed for aggregation of cargo with the approval of Traffic Manager.
- iii) Gate Clerk shall record daily cargo received in the shed / plot.
- iv) After due approval of the nomination of the vessel by the vessel agent the vessel will berth at allotted berth.
- v) Asst. Wharf Supdt. posted at wharf shall be responsible to guide the pilot while berthing of vessel to avoid damages to the berth. He shall also be responsible for recording commencement of work, nature of delays with timings, etc.
- vi) The Shipper or his Agent shall produce Shipping bill passed by Customs to Wharf Superintendent (Shipping Control) who verifies and allow the exporter through Asst. Wharf Superintendent .
- vii) Stevedores shall commence cargo operation after Customs clearance in coordination with master of the vessel.
- viii) Export Superintendent on receiving Shipping Bill shall prepare Debit memo request towards wharfage and storage of the cargo / container.

5.14. RESPONSIBILITY AND AUTHORITY:

5.14.1. Traffic Manager:

Head of the Traffic Department and in-charge of all quays, sheds, warehouses, gates and responsible for direction and management of all operations connected with regulation and allotment of loading and discharging berths landing, shipping, storage custody of goods in the Port

area, their delivery and all documentation and commercial work relating thereto, embarkation and disembarkation of the passengers, control of all traffic in the Port area and arrangements. Also, overall in-charge of the Port Railway system, its management and operations. The Traffic Manager is also in-charge of operational planning at berth no.9, responsible for barge allocation time, allotment of storage space, issue of notices in case of non-utilization of plots, giving permission for other modes of loading, working of transport, etc. Disposal of un-cleared cargo and dealing with the legal cases arisen out of cargo handling and clearing, access control and issue of the various License, etc. Also responsible for the administrative and establishment matters relating to Class III & IV employees of Traffic Department including the training needs.

5.14.2. Sr. Dy. Traffic Manager:

In absence of Traffic Manager, he has to look after all the duties of the Traffic Manager. He shall assist Traffic Manager in management of all operations connected with regulation and allotment of loading and discharging berths landing, shipping, storage custody of goods in the Port area, their delivery and all documentation and commercial work relating thereto, embarkation and disembarkation of the passengers, control of all traffic in the Port area and arrangements Also, he shall assist Traffic Manager in Port Railway System, its management and operations, proper and efficient working of the Railway division

both operational and commercial. He will keep a close liaison with the Hubli Division of the South Western Railway for the efficient working of the Port Railway system and also the interchange arrangement between the

South Western Railway and the Port Railway System. He ensures quick turn round of the wagon rakes and monitoring the realization of revenue from the Railway operations.

5.14.3. Dy. Traffic Manager:

He shall report to the Sr. Dy. Traffic Manager. He shall assist the Traffic Manager / Sr. Dy. Traffic Manager with responsibility to control all shipping operations including landing, shipping, delivery, proper custody of goods, proper stacking and account of cargo in the transit sheds and overflow warehouses, etc. He is also responsible for the proper functioning of the vessel planning, operations, analysis of vessel performance, Commercial and Labour sections under his control. In addition to this, he also assists the Traffic Manager/Sr. Dy. Traffic Manager in conducting the bi-weekly meetings of the Shippers for allocation of barge unloading time and stacking of cargo on plots at Berth No.9, in disposal of un-cleared cargo and dealing with the legal cases arisen out of cargo handling and clearing. Access control and issue of the various License, etc.

5.14.4. Sr. Asst. Manager (Railway):

Assists the Traffic Manager and Sr.Dy.Traffic Manager in the proper working of the operations Branch of the Port Railway Division and all movements within the Vasco-da-Gama and Harbour Marshalling Yards, R & D Yard, Port Terminal and berths, liaison with the South Western Railway Control Office and operational work connected with the interchange with South Western Railway including taking over of the rakes from the Railways in the exchange yard, breaking up of the rakes for

placement at different sidings for unloading/loading, placement of loads and empties on different sidings and removal of loads and empties from different points assembling them in required formations and handing over to the South Western Railways.

Also assists the Traffic Manager/Sr.Dy. Traffic Manager in the proper working of the Commercial Branch of the Port Railway Division and responsible for all commercial aspects of the interchange with South Western Railways, collection and accountal of freight charges on goods booked to and from the Mormugao Port, issue of Railway receipts for goods booked from the Port, Maintenance of Goods Accounts and furnish periodical returns to the South Western Railway, matters relating to the Railway claims, surveys, open deliveries, etc.

5.14.5. Sr. Asst. Manager (Railway):

Assists the Traffic Manager/ Dy. Traffic Manager in carrying out overall supervision over shipside loading and unloading cargo handling operations including landing and shipping of goods, supply of labour and cargo handling equipment, receipt and proper storage of cargo in transit/storage sheds/warehouses and involvement of cargo within the Port area and all concerned operational matters. Also responsible for proper vessel planning and operations, analysis of vessel performance. Also to take all precautionary measures to ensure that dust/environment pollution is avoided. Submission of the report to Dock Safety Officer about any accidents during the operations.

5.14.6. Asst. Traffic Manager (Commercial):

Assists the Traffic Manager/ Sr. Dy. Traffic Manager / Dy. Traffic Manager on the working of the Commercial Branch and is responsible for proper accountal of cargo and all documentation relating thereto, proper levy and collection of charges on goods and services, preparation of various billing accounts in respect of charges towards service time and lease, etc. and submission of the same to the Accounts Dept., correspondence with the Customs, including submission of vessels out turn reports and completed Customs bills of entries, etc., scrutiny of claims for refund, remission of dues and charges and damages to cargoes, open deliveries and all matters relative of schedule of charges. Also responsible for taking action for pre and post auctioning of cargo etc.

5.14.7.Asst. Traffic Manager (Access Control):

Assists the Traffic Manager/ Sr. Dy. Traffic Manager in operating the access control system, for persons and vehicles for entry in the Port and various other installations in the Port. Responsible for issue of passes for persons and vehicles, maintenance and control of record of passes issued to Port Users, various license holders operating in the Port, Port employees, etc.

5.14.8. Establishment Officer:

Assists the Traffic Manager in establishment matters relating to recruitment, promotions, financial settlement, etc. for the Class III & IV employees (un-common categories) in Traffic Department. He is overall in-charge of the office of the Traffic Manager and also assist

Traffic Manager in preparation in Budget Estimate and Revised Estimate for the department. Looks after the welfare measures and other fringe benefits to the employees of Traffic Department. Also in-charge of the Railway and Shipping Sections functioning in the Traffic Manager's office.

5.14.9. Personal Assistant (Traffic Manager):

Maintains Traffic Manager's appointments/meetings and also gives appointments to Port Users/Shippers/visitors. Attends to phone calls and renders Stenographic assistance, drafts letters and also attends to other typing work. Maintains several important and miscellaneous files, CRs of Class III & IV employees and adverse remarks, if any, are communicated to the concerned employee. The updated CRs are furnished during the time of DPCs and resumes of Class/II Officers are collected and submitted for further action. Accepts and registers tapal addressed to TM and monitors letters received from the Ministry. Attends various meetings and records minutes of the meetings.

5.15. DUTIES OF SECTION : SHIPPING & COMMERCIAL

5.15.1 Import Superintendent .

- i) He shall take all precautionary measures for the import cargo discharged into the custody of the Port Trust and hold such goods for delivery to the proper owner.
- ii) He shall have direct supervision over the shed supervisors for proper stacking and safe cargo handling practices.
- iii) He shall ensure that all uncleared cargo lying beyond 60 days is listed for sale.

- iv) He shall attend both the indoor and outdoor, work and shall have general supervision over the clerks (outdoor) working in his section .
- v) He should see that no services are rendered without payment of prescribed charges.
- vi) He shall be responsible for booking of outdoor clerks in different shifts, as per the requirement.
- vii) He should prepare Debit memo request for Import wharf dues bills, storage lease bills and other bills.
- viii) He should ensure that copies of bills of lading are received in respect of coastal cargo.
- ix). He shall attend to any work assigned to him by his superiors from time to time.

5.15.2.Export Superintendent :

- i) He shall look after all the export operations which includes receipts of export cargoes.
 - a) their unloading and storage in sheds, warehouses and containers.
 - b) Accountal of receipts of cargoes received by rail.
- ii) He shall arrange to see that the export cargo is received and shipped according to the shipping bill.
- iii) He shall check the shipping bill before vessel starts loading and ensure that the shipment is permitted by the customs.
- iv). He should ensure that copies of bills of lading are received in respect of coastal cargo.
- v). He shall ensure that Debit memo request is prepared for export wharf dues bills.
- vi) In addition to the above, he shall attend to any other duty that may be allotted to him from time to time.

5.15.3.Asst. Import Superintendent:

- i) He shall assist Import Supdt to keep record of import cargo discharged into the custody of the port and its proper accountal.
- ii) He shall perform all duties of Import Supdt. in his absence.
- iii) He shall assist Import Supdt. in preparing Debit memo request for wharfage, storage of Import cargo.
- iv). He shall attend to any other work assigned to him by his superiors.

5.15.4. Asst. Export Superintendent:

- i) He shall assist the Export Supdt. in all export operations which include receipt of export cargoes.
 - a) Their unloading and storage in sheds.
 - b) Receipts of cargoes received by rail.
- ii) He shall see that the export cargo is received and shipped according to the shipping bill.
- iii) He shall check the shipping bill and ensure that the shipment is permitted by the customs.
- iv) To collect the Shipping bill from Shipper/Agents to monitor the stock of export cargo.
- v) In addition to the above, he shall attend to any other duty that may be allotted to him from time to time by his superiors.

5.15.5. Sr. Clerk (Import) :

- i) Maintenance of Import container register.
- ii) Preparation of monthly containers statement and submission to TM.
- iii) Monthly commodity wise traffic statement.

- iv) Maintenance of container ship files.
- v) Preparation of commodity wise traffic statement.
- vi) Preparation of destination wise and commodity wise statements of cargo dispatched by Rail.
- vii) Maintenance of records of gate pass books.
- viii) Preparation of daily seven hours and eight hours statements.
- ix) Maintenance of import output register.
- x) Preparation of weekly statement of cargo dispatched by Rail.
- xi) Preparation of monthly, trimonthly and yearly statements of commodity wise traffic dispatched by Rail.
- xii) Preparation of monthly progress report of commodity wise import cargo.
- xiii) Preparation of statement of transshipment cargo of POL during the year.
- xiv) Preparation of yearly statement of import containers.
- xv) To look after shift wise booking of outdoor clerks.
- xvi) Posting of night waightage of outdoor clerks.
- xvii) Preparation of monthly absenteeism statements and submission to TM /FA & CAO.
- xviii) Any other duties as assigned by his superior from time to time.

5.15.6. Clerk (Import) :

- i) Preparation of Debit memo request toward wharf dues of containers
- ii) To assist Sr. Clerk to maintain record of import containers.
- iii) Preparation of Debit memo request towards storage charges and maintenance of records

- iv)Preparation of monthly and yearly statements of container cargo commodity wise
- v)Any other duties as assigned by his superior from time to time.

5.15.7. Sr. Clerk(Export):

- i) Maintenance of billing book of shipping bills on bunkering and preparation of Debit memo request.
- ii) Maintenance of record of export containers.
- iii) Preparation of commodity wise and destination wise container statements.
- iv) Preparation of Debit memo request of export containers.
- v) Maintenance of daily record of ore shipment.
- vi) Preparation of monthly statements of ore and other cargo.
- vii) Preparation of billing particulars of ore shipment.
- viii) Maintenance of records of shipping bills, weight certificates and statement of facts shipwise.
- ix) Maintenance of particulars of shipment of cargo other than ore.
- x) Maintenance of records of daily unloading of cargo in sheds commodity wise.
- xi) Preparation of monthly and other statements of commodity wise cargo.
- xii). Any other duties as assigned by his superior from time to time.

5.15.8. Wharf Superintendent:

- i) He shall work directly under the control of Asst. Traffic Manager (Shipping) and shall be incharge of wharf /shed operations connected with the working of Ships at Berth No.10 & 11.

- ii) He shall assist the Asst. Traffic Manager (Shipping) in carrying out operations at Berth No.10 & 11.
- iii) He shall inspect the sheds and quays and regulate the road and rail traffic.
- iv) He should note down in the Instruction Book any important work requiring the attention of Wharf Superintendent of succeeding shifts and also directions to be followed by the night shift staff of the Railway Branch.
- v) He will prepare the weekly postings of Asst. Wharf Superintendent and shed Superintendent and ensure that they are posted to different shifts by rotation judiciously.
- vi) He shall attend to any other work assigned to him by his superiors from time to time.
- vii) He shall be issuing NOC to the iron ore vessels after verifying the royalty payment and NOC from mines dept. government of Goa.
- viii) He shall permit loading of the vessels at berth no.9 after verifying the passed shipping bill of the vessel.
- ix) He shall be the shift incharge for redressing the issues arriving on the spot.

5.15.9. Shed Supervisor:

- i) He shall be responsible for proper accounting of the cargo both Import and Export and maintain all the particulars of receipt and delivery in a daily shiftwise report.
- ii) He shall issue material gate pass to the loaded trucks for delivery of cargo by taking orders from import Supdt.

- iii) In case of general cargo he shall ensure that the packages are sorted and stacked properly according to the marks to facilitate the delivery of such packages.
- iv) He shall be responsible to ensure that the shed is kept clean and tidy.
- v) In case of careless handling of cargo by the Labour he shall immediately report to the ATM(S).
- vi) In case of any damage caused to the Port Shed, he shall immediately report in writing to ATM(S) for proper recovery of charges towards damages and subsequent repairs.
- vii) He shall in addition to the above duties attend to any other work assigned to him by his superiors.

5.15.10. Asst. Wharf Superintendent :

- i) He shall be in-charge of unloading and loading of cargo from/into ship alongside the berth, delivery of cargo directly into trucks, sheds etc. at the Berth where he is posted.
- ii) The Asst. Wharf Supdt. posted at a particular berth should be conversant with the progress of Ship's work.
- iii) He shall be present at the spot alongside the berth during the course of berthing and unberthing of the vessels as the pilot on board the vessel may require his assistance.
- iv) He shall ensure that the berth is clean and tidy for receiving/shipment of cargo from/into ships.
- v) He shall submit a detailed report in writing to ATM(S) in case of :-
 - a) Damages to any Port property and accidents .
 - b) He shall be responsible to fill in all the particulars in his "Daily Shift Report" at the close of the shift, relating to the working of ships

including breakdown of the ship's cranes , number of cranes and other equipment's utilized as also the correct tonnage hookwise and hatchwise discharge particulars,reporting time of gang workers,etc.

- c) In case of less output on a particular hook/hooks during the shift, he shall mention the reasons for less output in his report.

5.15.11.Import Supervisor:

- i) He shall issue material gate pass to the loaded trucks.
- ii) He shall also attend to any other work that may be allotted to him from time to time by his superiors.

5.15.12. Export Supervisor:

- i) He should supervise at the ship's side, loading of Export cargoes and containers.
- ii) He should report to the Export Supdt., if any irregularities observed in operation work.
- iii) He shall also attend to such work that may be entrusted to him by his superiors.

5.15.13. Gate Supervisor:

- i) He must bring to the notice of the Import Superintendent or Import Supervisor on duty in writing any discrepancies, which might come across in the process of delivery.
- ii) He should not allow any loaded vehicle to pass out in the absence of a Gate pass accompanying it.
- iii) With regard to packages brought in for shipment he is responsible to see that the packages are not admitted without permission from his superiors.
- iv) He shall keep record of all incoming/outgoing containers party wise.

- v) He shall monitor entry of trucks at the gate. He shall exercise random check of licences of truck drivers.
- vi). He shall issue material gate pass to out containers after getting order from his superiors.

CHAPTER VI

CARGO HANDLING LABOUR DIVISION OPERATIONS

6.1 INTRODUCTION:

Cargo Handling Labour Division is one among the Divisions of Traffic Department and deals with supply of Winch-cum- crane operators and signalers for operation of ships crane on board the Vessel at Berths and Mooring Dolphins. It also deals with the entire establishment functions and payment of piece rate and hazeree of cargo handling workers.

There are presently 199 Winch-cum- crane operators and 91 signalers in the Division. They are supplied in a manning scale of 2 operators and 1 signaler per crane. Winch-cum- crane operator sets are supplied to the various Stevedores as per their requisition. On completion of the vessel, bills are raised on the various Stevedores as per the scale of rates.

The division looks after the payments of salaries and incentives to the workers, their training needs and does other establishment functions.

The division also analyses the out- put of each vessel as well as receives reports from Labour Inspectors and officer and takes remedial action on issue affecting the safety and welfare.

6.2. PROCESSES OF CARGO HANDLING LABOUR DIVISION

6.2.1. Deployment of labour:

CHLD operations involves the deployment of labourer for the port activities based on the request from the Registered Stevedores. Booking procedure is fully computerized and is being presently carried online with the introduction of SAP.

Dy. Manager(Administration) goes through the Berthing Sheet available in the system and gets the information on working vessels and waiting vessel in the port.

6. 2.2. Berthing/Unberthing of Vessel:

Before creating the shift-wise Notification, Stevedores carries out the process of berthing/unberthing of vessels as per the location, decided in the Berthing meeting.

6. 2.3. Creation of shift-wise Notification(Requisition of hooks):

Stevedores create shift-wise notification through the Enterprise Portal by using their unique ID and password.

After creating the notification, Stevedores also create a Service Order which is assigned to the Notifications and there after they select operations as per cargo and location, which is nothing but No. of Sets required to operate the cranes of the vessel.

6.2.4. Maintaining the Stevedore Priority

Shift In-charge will go through the Stevedore Priority from the system and makes the required correction as and when required.

6.2.5. Employee Attendance:

Attendance of the labour is taken by the Booking Clerk by calling each worker to the counter. Those employees who have not reported to Booking Office are marked absent.

Thereafter the booking clerk will go through the Notification and in the column provided for hooks allocated the booking clerk will enter the No.

of hooks to be allocated. If the demand is more than the supply then the seniority of the vessel is considered for priority in allocation of labour and accordingly the sets are allocated manually in the system after consulting the Officer in-charge.

6.2.6. Allocation of Labour:

Booking clerk will run the auto allocation programme in simulation mode to view the allocation and thereafter the labours will be automatically allocated. If the demand is more than the supply then the booking clerk after consulting the Office in-charge will manually priorities as per the seniority of the vessels and run the allocation programme.

6.2.7. Printing of Booking Slip:

Booking slip for the concerned shift will be printed by the Booking Clerk and handed over to Stevedore representatives.

6.2.8. Hazeree/Piece rate incentive calculation:

Booking Clerk will enter the correct Cargo, shift-wise tonnages etc. from the tally sheet submitted by the Stevedore Representatives and do partial confirmation shift-wise and thereafter the shift In-charges will do the final confirmation of the tonnages for calculating the Piece Rate Incentives/Hazeree for each worker.

6.3. SUPERVISION/INSPECTION:

6.3.1. Vessel Operation at Berth and Mooring Dolphin:

The workers who are booked for the various Stevedores report at various positions where the vessels are working. The Winch-cum-crane

Operators sets of the CHLD operate the ship's cranes and work under the supervision of the Foreman of Stevedoring Company. Their duty hours are 8 hours.

Labour Inspectors of CHLD inspect the working on the vessel and give their inspection report on the matters such as time of reporting of workers at the vessel, commencement and completion time as well as productivity, welfare facilities such as availability of drinking water, whether workers are wearing PPEs, etc. They also attend the work spot in case of any work stoppages due to break down of the crane etc. and submit report to the concerned authority for further action.

In case of Accidents since the workers are under the control and supervision of the Stevedores, form XII under Dock Workers (Safety Health and Welfare) Regulation, 1990 is submitted to the concerned authorities by them.

6. 4. INCENTIVE SCHEME:

CHLD is presently having 2 incentive schemes :

- i) Hazere Scheme
- ii) Piece Rate Scheme

The Hazere Scheme is applicable to Iron Ore, Coal/Coke, Bauxite,etc

while the Piece Rate Scheme is applicable to Break Bulk and Dry Bulk (including foodgrains and fertilizer) other than those mentioned above.

6.5. DATUM:

In the Hazere Scheme the datum is up to 6 Tonnes Grab Capacity – 120 Tonnes and above 6 Tonnes Grab Capacity –160 Tonnes

For the Piece Rate Scheme the Datum is 70 Tonnes.

The incentive schemes are revised at the time of the Wage Settlements and whenever there is any change in the technology.

6.6. BILLING:

6. 6.1. Creation of Debit Memo Request (DMR) by Statistics section:

Debit Memo Request (DMR) which refers to the Billing Advice is created through Service order which has to be released by the authorized person so that billing can be done by CDC/Finance Department.

The Billing in CHLD is on the basis of an all inclusive Per Ton Rate as approved by TAMP and included in Scale of Rates. However for general Cargoes where Private labour is permitted on Board and on Shore a per set rate is charged for the actual no of winch cum crane operators sets supplied, which is revised quarterly.

6.7. GENERAL ESTABLISHMENT FUNCTIONS:

Other sections of CHLD does the work of :

- i) Addition/deletion of names of dependents in the Medical Card.
- iii) Collection of applications for scholarship, reimbursement of tuition fees and forwarding to the concerned departments for processing.

- iv) Other establishments function such as processing of LTC claims, leave encashment claim, maintaining leave account of staff and workers are also carried out.
- v) Incentives of the workers are fed on daily basis and uploaded once a month at the time of salary processing. Pay roll is viewed to check for any discrepancies.

6.8 DUTIES AND RESPONSIBILITIES

6.8.1 Manager:

He shall ensure greater regularity of employment for Port Cargo Handling worker and Winch-cum-Crane Operator. He shall ensure that every Registered employer (Stevedore) accept their obligations.

He shall secure adequate number of Port worker for efficient performance of Dock work. He shall inspect vessels and suggest ways-and-means for efficient performance of Dock workers. He looks after the General administration of CHLS and establishment matters. He shall monitor allotment and distribution of workers to Stevedores and collection of wages and levies. He shall look after maintenance of Industrial Relation with workers pertaining to CHLS, including attending to the labour problems and their welfare. He identifies training needs of all the employees of CHLS and ensures that they are suitably trained

Implements QSP's for achieving quality objectives and targets.

He deals with non conformances and takes appropriate corrective and preventive actions related to the QMS and takes action for continual improvement.

He shall maintain the statistical record on productivity, average employment, day/hook output, cargo-wise/ship-wise/stevedore-wise traffic handled and such other statistics required by Planning and Management Services Department.

He identifies resource requirements to meet the needs for the QMS

He shall perform such other functions as may be assigned by Traffic Manager from time to time.

6.8.2. Sr. Manager:

He shall maintain close liaison with the correspondence with other departments on all matters, submission of monthly statistical returns, including recruitment and training. He shall discharge Secretarial functions of Personnel and General Administration and ensure that all

correspondence relating to Personnel and Administration is promptly attended to. He shall attend to Conciliation and submission of replies to Assistant Labour Commissioner (C) along with Dy.Secretary (IR).He shall attend to Workmen's injury compensation cases at the Office of the Commissioner for Workmen's Compensation. He shall attend and brief Advocates in respect of legal cases at Vasco Court, in the District Court and High Courts and submit documents for preparation of Affidavits, evidence proceedings for final arguments.

He shall attend the POG, Dock Safety, and other meetings and place the Divisions submissions in absence of Manager. He shall attend to inspection of Docks and other premises whenever required.

Liaising with Dy.Director(EDP) in implementation of SAP/POS Module.

He shall perform such other functions as may be assigned by Manager from time to time.

6.8.3. Dy. Manager (Administration):

He shall be responsible for the proper and efficient inspection of docks/vessels for the smooth working performance by dock workers.

He shall obtain the required information from Registered Stevedores relating to deployment of labour, their output, their incentive, including dispute/grievances.

He shall maintain workers Registers, their Service books, leave registers.

He shall closely monitor the arrival/departure of vessels for the supply of labour to Stevedores and shall prevail on them for speedy handling of vessels by the deployment of maximum number of hooks.

Regulating the leave of Booking staff so that the section works smoothly with minimum overtime.

Regulating the leave of workers so that maximum No. of workers are available for ships operations.

He shall maintain the establishment records of employers/workers required in the settlement of LTC claims, training, supply of personal protective equipment and medical examinations of workers under Dock Workers (Safety, Health & Welfare) Regulations, 1990.

Indent and issue of uniforms and PPE to workers/Staff.

He shall carry out such other instructions issued to him by Manager from time to time.

6.8.4. Labour Officer:

He shall attend to all disciplinary matters of Dock Workers (Cargo handling workers/Winch-cum-Crane Operators) by conducting the inquiries and to report to Manager/CHLD. He shall enforce the discipline under the provisions of Mormugao Port Employees (Conduct) Regulation 1964 and Mormugao Port Employees (Classification, Control and Appeals) Regulations, 1964.

He shall provide suitable guidance to Stevedores for safe performance of work. He shall inspect the vessels for the safe performance of work, to settle dispute created by the workers with supervisory staff or co-workers and bring out to the notice of higher authorities. He shall maintain the statistical data about the grievances of workers and Employers, disputes with coworkers, accidents, labour situation and submit the Weekly/monthly/quarterly/half yearly/yearly reports to the concerned authorities. Assisting in the indent and issue of uniforms and PPEs, to workers.

He shall perform such other duties as may be entrusted by Manager from time to time.

6.8.5. Personal Assistant (Manager, CHLS):

Shall attend to Manager (CHLS) in day to day correspondence, assist and take dictations and typing work etc. and carry out such instructions given from time to time.

Maintenance of ACRs of Officers and Staff and Following UP for submission of the same by due date.

Keeping track of meetings for Manager.

Submission of vigilance report.

To comply with instructions given by / Manager from time to time.

6. 9. MANAGER'S OFFICE:

6.9.1. Office Superintendent:

Supervise the work carried out by the staff under his/her control.

Check the typed notes/draft letters put up .

Checking and verifying the leave records, monthly attendance of the staff for salary.

Submission of yearly/half yearly/quarterly/monthly returns to the Secretary/MPT through Sr. Manager/ Manager.

Verification of schedule of staff

Process the cases for final settlement.

To process the notes on letters received from departments and preparation of draft reply.

To comply with instructions given by Sr.Manager/ Manager from time to time.

6.9.2 Accountant:

Maintain the Inward and Outward Register.

Receipt/dispatch the letters from/to various sections/departments

Maintenance of records/files.

Receipt of TA/DA bills for LTC and processing the same.

Entering of leave and Over time of CHLD Staff in SAP.

Entering of electricity bills in SAP for availing Reimbursement in case of Staff and workers.

Any other duties assigned by the Sr. Manager/ Manager from time to time

6.9.3 Sr. Steno:

Taking dictation from the officers.

Typing draft Letters/Notes/Minutes of Meetings etc.

Attending the duties as instructed by Sr. Manager/ Manager

6.9.4 Attender / Jamader/ Peon:

Attending to the work of filing ,letter delivery and any other duties as instructed by Superior/Sr. Manager/ Manager.

6.10. STATISTICAL SECTION:

6.10.1 Accountant:

Entering data from Tally Sheets. Labour abstract on various registers.

Preparing DMRs for recovery of Port dues.

Preparing various monthly, quarterly and annual reports on average employment, productivity etc.

6.10.2. Wage Section:

i) Clerk:

Viewing the monthly pay bill and taking corrective action if required along with the concerned officer from EDP .

Feeding the data for hazeree/incentives Payment to workers and uploading the same every month on SAP for Pay bill Purposes.

Posting of increments and new basic pay after promotion/ ACP and calculating Arrears there-off if any.

Maintaining CTD/PLI (postal) of CHLD Employees only.

Posting of changes in Voluntary PF contribution of CHLD employees.

Preparation of Salary certificates for employees availing loan.

6.11. WELFARE SECTION:

6.11.1. Accountant Superintendent:

Processing of bills for water supply and electricity.

Processing of applications for allotment of quarters.

Indenting materials for in house consumption through SAP.

Indenting and Procurement of non- stock items for open market and issuance.

6.11.2 Accountant:

He shall be responsible in putting up applications/claims such as reimbursement of Spectacle frames, Children's Education Allowances, Scholarship scheme, etc.

He shall be responsible in maintaining various registers section files. He shall be responsible to issue new/duplicate Family Medical Cards for employees in service and to retired employees.

He shall be responsible in issuing monthly Marketing Bus Passes and maintaining the accounts.

Preparation of BCS.

Processing the Application for allotment of Community Hall at Sada.

Processing the claims for Conveyance Advances ,Computer advance, etc.

In addition to the above, he/she has to carry out any other work assigned to him/her by the Sr.Manager/Manager from time to time.

6.11.3. Sweepers:

Maintaining cleanliness surrounding the buildings, staircases of the buildings, etc.

Any other work entrusted by the supervisors.

6.11.4. Other supporting Class –IV Employees.

To carry out the work as per instructions issued by superiors from time to time.

6.12. BOOKING SECTION:

6.12.1. Sr. Labour Inspector / Labour Inspector.

To carry out the booking activities as per their role under SAP/Manually. Recommend the leave of workers/booking staff to Dy.Manager(ADM)/ Labour Officer

Inspection of work of workers at berths and to suggest improvements in productivity. Supervision of work of booking staff in shifts. . To see that the workers are supplied by booking section as per Manning Scales approved. To attend to disputes at workspot and resolve the same.

6.12.2. Accountants/Clerks:

To carry out the booking activities as per their role under SAP/Manually.

To grant leave to workers as per authority given to Booking

Section and forward other cases to Dy. Manager (Administration) through the Labour Inspector.

To maintain the leave account of workers and to debit the leave as and when sanctioned and also enter in SAP.

Entry of Overtime of workers in SAP.

Entry of incentive from the tally sheet on the muster.

Entry of incentive of workers on the wage cards.

In the absence of Labour Inspector to supervise the work of booking of labour to stevedores.

to ensure that booking is conducted smoothly, to see that workers are supplied as per Manning Scales approved.

6.12.3. Winch –Cum- Crane Operator:

Operation of winches/cranes/grab cranes fitted on board the vessels.
Changing the position (centre) of the derricks as and when required during the course of work.

Opening and closing of hatches.

6.12.4 Signallers:

Giving signal to the winch-cum-Crane operator at the crane on board the vessels.

6.12.5. Jamadar/ Peon:

Preparation of Stevedores rotation manually
Preparation of Booking slip when booking is done manually.

Attending to any other duties as instructed by Superior/Dy. Manager(ADM)/Labour Officer.

CHAPTER - VII

1. PROFORMAE

1. Nomination (Annexure – I)
2. Discharge Plan (Annexure – II)
3. Tally Sheet (Annexure – III)
4. Requisition for Fork Lift (Annexure – IV)
5. Form XII (Annexure V)
6. Import Application (Annexure VI)
7. Notice to the owner of the cargo (Annexure VII)
8. Notice to the Vessel Agent (Annexure VIII)

Annexure - I

To,
The Traffic Manager,
Mormugao Port Trust,
Mormugao, Goa.

Dear Sir,

Sub: Application for Berth for

Kindly allot a suitable berth / anchorage for the above mentioned vessel particulars are given as under.

PCS VCN NO :

- | | | |
|---------------------------|-------------|----------------------|
| 1) Name of the Vessel : | | 2) Year of Built : |
| 3) Call Sign : | 4) IMO No.: | 5) Hatches : |
| 6) Name of Owner : | | |
| 7) Type of Vessel : | | |
| 8) Nature of Voyage : | | 9) No of Cranes : |
| 10) GRT/NRT/DWT : | | |
| 11) Line Code : | | |
| 12) LOA/BEAM : | | |
| 13) Expected Date : | | 14) Rotation no. : |
| 15) Arrival Draft : | | 16) Rotation Date : |
| 17) Departure Draft : | | 18) Voyage No. : |
| 19) Last Port of Call : | | 20) Master Name : |
| 21) Next Port of Call : | | 22) Port of Origin : |
| 23) Cargo Arriving with : | | 24) Sign Off : |
| 25) Cargo Sailing with : | | |
| 26) Shipper/Consignee : | | |

Cargo Description	Quantity (in Tonns)

- | | | |
|-----------------------------|--|--------------------------------|
| 27) Ballast Qty on Arrival: | | 28) Sign On Passengers : |
| 29) Charterer's Name : | | |
| 30) Bottom Cargo : | | |
| 31) Preference Berth/Buoy : | | |
| 32) Crew-Certified Indian : | | 33) Certified Non Indian : |
| 34) Non-Certified Indian : | | 35) Non-Certified Non Indian : |
| 36) P & I Club Name : | | 37) P & I Club Validity : |
| 38) P&I Correspondent : | | 39) Expected Stay In Port : |
| 40) Tanker Storage : | | 41) ISPS Information : |
| 42) Special Request : | | |

It is hereby stated that we will be Owners / Characters agents of the above vessel for the purpose of the transactions and under to pay all the charges connected to the vessel.

- c.c. a) Harbour Master, MPT
- b) Docks Manager,
- c) Dy. Conservator
- d) FA & CAO
- e) Immigration Office, MRH
- f) Port Health Office, MRH

DISCHARGE/LOADING PLAN OF THE VESSEL

1. Name of the Vessel MV KARSİYAKA
2. Name of the Agent M/S. INTEROCEAN SHIPPING (INDIA) PVT. LTD.
3. Name of the Stevedore M/S. J.M. BAXI & COMPANY
4. Name of the Receiver M/S. ZUARI INDUSTRIES LTD. GOA
5. Expected Arrival 22ND DECEMEBR, 2011
6. Type of Cargo BULK MOP
7. Quantity (MQ/BQ) 36800 MTS BL QUANTITY
8. No. of Hatches FIVE
9. No. of cranes with capacity 4 x 30 TON
10. Ship's Grab or Hired Grab SHIPS GRABS – RADIO REMOTE CONTROLLED
11. Grab Capacity 04 NOS 10 CBM
12. Hatch wise distribution of cargo:

Hatch 1	Hatch 2	Hatch 3	Hatch 4	Hatch 5	Total
7314	7982	7008.48	7296.3	7199	36799.78

13. SHIPDAY OUTPUT

Date	Shift	No. of grabs hooks	No. of hooks	Total No. of grabs	Tonnage	Remarks

14. Expected time of completion 29th December 2011 – 1st shift

Signature

II. Shiftwise discharge plan as follows :

22/12/2011	2 nd shift	2 hooks each	1200 Mts.
	3 rd shift	3 hooks each	1800 Mts.
23/12/2011	1 st shift	4 hooks each	2400 Mts.
	2 nd shift	4 hooks each	2400 Mts.
	3 rd shift	3 hooks each	1800 Mts.
24/12/2011	1 st shift	4 hooks each	2400 Mts.
	2 nd shift	4 hooks each	2400 Mts.
	3 rd shift	3 hooks each	1800 Mts.
25/12/2011	1 st shift	3 hooks each	1800 Mts.
	2 nd shift	3 hooks each	1800 Mts.
	3 rd shift	2 hooks each	1200 Mts.
26/12/2011	1 st shift	4 hooks each	2400 Mts.
	2 nd shift	3 hooks each	1800 Mts.
	3 rd shift	2 hooks each	1200 Mts.
27/12/2011	1 st shift	4 hooks each	2400 Mts.
	2 nd shift	3 hooks each	1800 Mts.
	3 rd shift	2 hooks each	1200 Mts.
28/12/2011	1 st shift	3 hooks each	1800 Mts.
	2 nd shift	2 hooks each	1200 Mts.
	3 rd shift	2 hooks each	1000 Mts.
29/12/2011	1 st shift	1 hooks each	400 Mts.
		Total	36800 Mts.

Note : The Turning Cycle of the Ships cranes as advised by the Master is 75 seconds. This will be verified during the vessel working meantime the discharge plan is being submitted basis 600 mts. per hook per shift.

Signature

N.B.: This application is to be submitted in duplicate

**MORMUGAO PORT TRUST
MORMUGAO HARBOUR**

To
Traffic Manager.

Please supply the following to M/s.

CRANES /FORK LIFTS				Remarks
No.	Capacity	Time		
		From	To	

MORMUGAO HARBOUR

DATE

Note : Requisition for week days except on Mondays to be submitted by 6.00 hrs. the previous day.

Requisition for Mondays to be submitted by 12.00 on the previous Saturday.

Annexure - IV

DETAILS OF CRANES ETC. ACTUALLY SUPPLIED TO

M/s. _____ On

CRANES / FORK LIFTS				
	Capacity	Time		
		From	To	

MORMUGAO HARBOUR

Manager(s)

Date :

Asst. Traffic

Mormugao Port Trust

FORM - XII

To be sent to the Inspector Dock Safety, Inspectorate Dock Safety, Nr CE/MPT Maintenance Office, HL Sada.

REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE

(Required by Regulation 91 of the Dock Workers (Safety, Health & Welfare) Reg. 1990 in pursuance of section 22 of the Dock Workers (Safety, Health & Welfare) Act 1986.)

- 1. Name of the Employer : _____
- 2. Address of the Employer : _____
- 3. Ship or other exact place where accident
or dangerous occurrence happened : _____

- 4. Date, Shift and Hour of accident or dangerous
Occurrence Date: _____ Shift: _____ Time: _____
- 5. (i) Name and Address of the Injured person : _____
(With number and designation)
Age: _____ Sex: _____ Occupation experience in the trade no: _____
- (ii) Nature & extent of injury
(e.g. fatal, loss of finger, fracture of leg) : _____
- (iii) By whom treatment was given : _____
- (iv) Was the injured person disabled for
more than 48 (Forty Eight) hours? : _____
- 6. Hours at which the injured person started
To work : _____
- 7. Cause of accident or dangerous
occurrence : _____
- 8. Accidents:
 - a. If caused by machinery state:
 - (i) Name of the machine & part

9. Dangerous Occurrence:

a. Nature of the collapse or failure
of lifting appliance

: _____

b. Nature of breakage of rope,
chain or other appliance

: _____

c. Nature of collapse or failure of
Means of access to or from a ship

: _____

d. Nature of any other Dangerous
Occurrence as covered under Reg.90
Other than 9(a), (b) and (c) above

: _____

Signature: _____

Date: _____

Port: _____

Accident/Dangerous Occurrence; _____

Causation: _____

Sex: _____

Remarks; _____

Rajput

MORMUGAO PORT TRUST
TRAFFIC DEPARTMENT

IMPORT APPLICATION NO. :

DATE :

Details furnished for storage billing.

Name of the Vessel : _____

V.C.N. No. : _____

Arrived on : _____

Berthed on : _____ Hrs. _____ At _____

Consignee : _____

Steamer Agent : _____

C.H.A. : _____

Stevedores : _____

Delivery Order No. : _____ Date : _____

Delivery Order No. : _____ Date : _____

Delivery Order No. : _____ Date : _____

Import Manifest Quantity.: _____ MT.

Final Draft Survey Qty. : _____ MT.

a) Bill of Entry No. : _____ Date _____

Quantity : _____ MT.

b) Bill of Entry No. : _____ Date _____

Quantity : _____ MT.

c) Bill of Entry No. : _____ Date _____

Quantity : _____ MT.

:2:

d) Bill of Entry No. : _____ Date _____
Quantity : _____ MT.

e) Bill of Entry No. : _____ Date _____
Quantity : _____ MT.

Discharge Completion date/time : _____

Free days (3 days) from : _____ to _____

Normal rent period = $\frac{\text{Survey/Quantity}}{\text{Delivery Rate}}$ = _____ = _____

From : _____ to _____

(Coal=1,000 T/Day

Coke = 600 T/Day)

QUANTITY OF UNCLEARED CARGO ATTRACTS NORMAL RENT.

Total quantity (as per draft) : _____

Total quantity delivered

from the discharge

Period till the expiry

of free days : _____ MT.

Balance Cargo : _____ MT

IMPORT SUPD.T.

IMPORT CLERK

MORMUGAO PORT TRUST

NOTICE OF THE SALE OF UNCLAIMED GOODS

TM/UC/CONT/AUCTION/2008/

Dated:

To,

Sirs

Gentlemen

Notice of the Sale of unclaimed goods under Section 61 and 62 of the Major Port Trust Act, 1963(No.38 of 1968) as amended by the Major Port Trust (amendment) Act, 1974(No.29 of 1974)

I have the honour to inform you as required Under Section 61 and 62 of the Major Port Trust act,1963 (No.38 of 1963) as amended by the Major Port Trust (amendment) act, 1974 (No.29 of 1974) that the goods shown below will be sold by auction if the Port Trust charges recoverable thereon have not been paid and the goods not cleared within 10 days from the date of this notice. This notice may be treated as cancelled, if the goods have already been cleared.

Yours faithfully,

TRAFFIC MANAGER

Steamer's Name	Date of arrival	Marks & Numbers	No.of Packages	Description and contents	Remarks
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MORMUGAO PORT TRUST

NOTICE OF GOODS LYING UNCLEARED

TM/UC/CONT/AUCTION/2008/

Dated:

To,

Sir,

Sub: CLEARENCE OF UNCLEARED CONTAINERS/GOODS- Regarding

I have to inform you that the goods shown below were loaded ex. _____, the vessel under your agency(Appear from the documents available with us) and have been lying in the port premises un-cleared. You are requested to advice the consignee to remove the goods forthwith on payments of all port Dues.

Notice is hereby given that if the goods are not removed by the owner or the Steamer Agents within one month from the date of receipt the goods are liable to be sold in the Public Auction under Section 61 and 62 of the Major port Trust act 1963(No.38 of 1963) as Amended by the Major Port Trust,(Amendment) Act,1974 (No.29 of 1974).

It may be noted that if no reply is received from you within 15 days from the date of receipt of this notice it would be assumed that you are not interested in the goods in question and further action will be taken for their disposal.

This Notice may be treated as cancelled if the goods have already been cleared.

Yours faithfully,

TRAFFIC MANAGER

Lot No.	Vessel Name & Date of arrival/Sr.No.	Line No.	Make & Number	No.of Packages & Description	Date of Auction

